SAFETY, HEALTH, AND THE ENVIRONMENT

PERSONAL SAFETY AND PHYSICAL SECURITY

A principal consideration in every campus activity is the safety of students, faculty, staff, and visitors. Deans, department chairpersons, vice presidents, and other supervisors should be aware of the personal safety needs of their personnel and visitors, and should work to control hazards associated with activities under their direction.

The Rutgers University Police Department operates on the New Brunswick, Newark, and Camden campuses twenty-four hours a day, 365 days a year. The department provides the university community with a full range of police and security services. Safety Matters, an annual brochure outlining public safety statistics, services, and programs on each of Rutgers’ regional campuses, can be obtained from each campus’ Rutgers police department or on the web at publicsafety.rutgers.edu.

The Emergency Services Department administers four comprehensive safety service programs: fire safety, emergency medical service (New Brunswick only), CPR instruction, and defensive driver training. For more information, visit its web site at publicsafety.rutgers.edu.

ENVIRONMENTAL HEALTH AND SAFETY

Rutgers is committed to protecting the health and safety of all members of the university community and to protecting our environment. That commitment includes:

- Providing facilities and operations where we strive to minimize the risks of recognized hazards.
- Providing a prevention and awareness program on occupational injuries and illnesses that emphasizes safety management, education and training, and safe work practices.
- Complying with all applicable health, safety, and environmental laws and regulations.
• Minimizing waste, and reusing and recycling materials where economically and environmentally appropriate.

• Ensuring that health, safety, and environmental protection are principal considerations in the design, construction, and/or renovation of all buildings and facilities.

An exemplary health, safety, and environmental program at Rutgers, strong managerial support, a “culture of safety” throughout the organization, and a team approach to resolving concerns are essential. Everyone must participate in making Rutgers a safe place in which to live, work, and learn. Supervisors are responsible for seeing that their employees work in a safe and healthful manner, and for correcting any unsafe acts or conditions. Employees must report to their supervisors immediately all workplace injuries and illnesses, and any unsafe conditions in their work areas.

Questions regarding health, safety, or environmental affairs should be directed to Rutgers’ Environmental Health and Safety Department.

**OCCUPATIONAL HEALTH**

The Occupational Health Department (OHD) promotes and protects the health and well-being of all university employees. Occupational health staff serve the university community by:

• Facilitating access to high-quality, comprehensive health services for those employees who experience a work-related injury or illness, or who are urgently in need of assistance.

• Assisting employees in safely returning to their jobs following nonwork-related injury or illness.

• Administering programs that promote the health and safety of university employees in the workplace and ensure university compliance with regulatory agencies such as the Occupational Safety and Health Administration and the New Jersey Department of Health and Senior Services’ Public Employees Occupational Safety and Health Program.

• Providing information to the university community on occupational health issues.

Any employee who sustains a work-related injury or illness must inform his or her supervisor immediately. Supervisors must complete and submit
WEATHER EMERGENCIES

Employees can call the Rutgers Information and Referral Center at 732/932-INFO twenty-four hours a day for up-to-date weather-related cancellations, delays of classes, and closings of university offices. Employees also can tune to Rutgers INFO Radio 530 AM, within seven miles of the New Brunswick campus, or visit the web site rutgersinforadio.rutgers.edu for weather information.

an Accident Report/Analysis form to the Risk Management Department, and direct the employee to contact OHD immediately for evaluation and treatment. The Accident Report/Analysis form can be downloaded at rehs.rutgers.edu.

RISK MANAGEMENT

The Department of Risk Management and Insurance identifies and assesses potential risks and exposures undertaken by university units that could result in financial loss to the university (i.e., due to injury or damage to persons or property, loss of contracts, disruption to operations). Faculty and staff should contact Risk Management for assistance when planning activities, initiatives, contracts, or programs. Once identified and quantified, the risks can be managed with insurance, contract modification, or safety engineering.

Risk Management is responsible for the administration and handling of claims that result from automobile/fleet operations, worker’s compensation, general liability/tort claims, property damage to university facilities, and theft or damage to university-owned equipment.

ADVERSE WEATHER CONDITIONS

During adverse weather, the university remains open and continues all normal operations. Employees are expected to report to work during these periods. In rare instances of unusually dangerous weather conditions, such as blizzards, hurricanes, tornadoes, or floods, the university may declare a “weather emergency” and officially close specific campuses. Employees working in emergency, security, or other essential service positions are required to report for duty during such periods.

For more information on health, safety, and the environment, consult the following policies in the University Regulations and Procedures Manual: Safety Policies and Guidelines (5.1.1); Risk Management and Insurance Policies (5.3); and Attendance During Adverse Weather Conditions (3.6.17). The University Regulations and Procedures Manual is available at www.rutgers.edu/regulations.

The Environmental Health and Safety Department web site is rehs.rutgers.edu/.

For assistance with occupational health-related questions, contact the Occupational Health Department directly.